**Facilities Naming Policy Committee**

**Monday, December 11th AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review and revise draft policy language (Hot and Not Protocol)
  + Naming Rights for School District Facilities policy
  + Memorials and Tributes policy
* Review and revise draft procedure language

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Welcome, introductions, review agenda |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones. |
| **4:20-4:50** | Review next DRAFT of policies created; begin review of procedures related to each policy ***(Hot and Not protocol)***   * Naming Rights for School District Facilities - Policy * Naming Rights for School District Facilities - Procedures * Memorials and Tributes Policy * Memorials and Tributes – Procedures (include forms) * Donations – Procedures (include forms) * Death of a Student or Staff - Procedures |
| **5:20-5:30** | Next Steps   * Ask district counsel to review two policies   + Naming Rights for School District Facilities policy   + Memorials and Tributes policy * Recommend and present policies to the Board of Trustees at the January Personnel, Negotiations, and Policy subcommittee meeting with a recommendation to add to the March or April Board of Trustees consent agenda. |